

BASE BULLETIN
VANDENBERG AFB CA 93437-0759

28 February 2001

No.9

The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items (via email to <mailto:publishing.management.dci@vandenberg.af.mil> or to Publishing Management DCI on the Global, or via fax to DSN 276-6614 or 805-606-6614) to arrive at DCI/SCSP by noon Friday, the week before you want your item to appear. Submit your items typed or printed on 30 SW Form 8, Official Bulletin Notice. Be sure to include your name, office symbol, and office phone number. Remember to include your home phone number for personal items. Limit official items to four lines, unofficial to 2-3 lines and personal items to one line. Your items will run for two consecutive weeks, and may be resubmitted one week after the last date it was published. Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.

SECTION I - ADMINISTRATIVE DUTIES

Duty Chaplain: Duty phone, 6-5773. After hours, 6-9961
Safety Hazard? Dial 5-SAFE (If off base, dial 605-SAFE)

SECTION II - OFFICIAL

1. 30th Communications Squadron:

a. EMSEC, COMPUSEC, SATE, COMSEC, Network Security? Find out more on the AFSPC Information Assurance web page at <https://midway.spacecom.af.mil/infoprotect/index.htm>. If you have any questions, please contact the 30 SW Information Assurance Office (30 CS/SCBI) at extension 5-2352. (30CS/SCBI, 5-3252)

b. Ordering Controlled Publications and Forms: If your organization needs to order controlled publications and forms (accountable, safeguarded, classified, and FOUO) you must complete an AF Form 1846 with an organizational e-mail address. The AFDPO will no longer accept the use of personal e-mail addresses for the purpose of ordering controlled items. Beginning 5 Mar 01 they will delete accounts that do not have an organizational e-mail address. If your organizational account was opened with a personal e-mail address, you must acquire an organizational e-mail address (contact your Work Group Manager <http://ncc.vandenberg.af.mil/wm.asp>) and complete a revised AF Form 1846. The Organizational Account belongs to the organization, not an individual. Please hand carry revised AF Form 1846's to Publishing Management, Bldg. 6510, Rm. 128. This only applies to those organizations that order controlled publications and forms. If you have already completed the AF 1846 correctly, you do not need to do anything. Call 6-7892/4 for more information. (30CS/SCSPP-DCI, 6-7892/4)

c. Rescinded Publications: The following items have been rescinded and removed from the VEPDL: 30SWI99-107, Improvement & Modernization (I&M) Program Management, and AFSPCI 10-1204_14AFSUP1, Satellite Operations. Discard any copies. (30 CS/SCSP, 6-7892/4)

d. New Publication: The following new publication has been posted to the VEPDL, 14 AFI 10-204, Participation in the SPACEAF Exercise Program. It can be reviewed at: <http://vepdl.vandenberg.af.mil/14afpubs/14afpub/14afi10-204/14AFI10-204.pdf>. (30 CS/SCSP, 6-7892/4)

e. Rescinded Space Command Publications: The following publications are rescinded in accordance with AFI33-360V1, Publications Management Program. Guidance contained in these publications has been incorporated into 33-series publications.

- AFI37-124_AFSPCSUP1, 6 Apr 95, The Information Collection and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.
- AFMAN37-126_AFSPCSUP1, 17 Apr 95, Preparing Official Communications.
- AFI37-160V4_AFSPCSUP1, 30 Aug 94, The Air Force Publications and Forms Management Programs—Periodicals and Nonrecurring Pamphlets.
- AFI37-162_AFSPCSUP1, 17 Jul 95, Managing the Process of Printing, Duplicating and Copying.

OPR: 30CS/SCSPP-DCI

Distribution: F

POC is Ms. Susan Gillespie, HQ AFSPC/SCXX, 554-3041. (30CS/SCSP, 6-7892/4)

2. Traffic Management Office:

a. Separating, Retiring or PCSing? PLAN AHEAD! Within 30 days of receipt of orders, stop by TMO, Bldg 11777, Rm C-103 to schedule an appointment for your household goods pick-up dates. Remember, the earlier you meet with us, the greater your chances of moving on the date you initially select. As always, we will work with you to the greatest extent possible. POC: TSgt Dobbs, ext 6-0904 (30 TRANS/LGTTH)

b. Approval for On-Base Commercial Carrier Accounts and Pick Up Points: Attention all DoD organizations on Vandenberg AFB: Under the provisions of AFI 24-201, paragraph 2.1, the Traffic Management Office (TMO) must approve all on-base commercial carrier accounts and pick up points. To assist us in ensuring we are complying with AFI 24-201, we request all organizations with a commercial carrier (Federal Express, United Parcel, etc.) contact TMO. POC: MSgt Hawley, ext 6-3381 (30 TRANS/LGTTF)

3. Air Force ROTC Announces One-Year Commissioning Program: Becoming an officer in the Air Force has never been a sure thing, but this is the closest it's ever been. Because of a great need for officers in Fiscal Year 2002 (FY02), Air Force ROTC (AFROTC) has recently announced a program that will allow enlisted individuals and civilians who either have their bachelor's degree or are within a year of completing their bachelors to become Air Force Officers in 1-year. Selected airmen will be discharged from active duty, enlist in AFROTC within 24 hours of discharge, and become a full-time college student. All 1-year students must commission in FY02. You may be able to do this while enrolled in your on-base college or university. The program is open to AF active duty enlisted personnel and civilians who can complete an undergraduate degree and AFROTC classes within one year of entry into AFROTC or who already possess an undergraduate degree and want to pursue graduate study. You can find all the details regarding the program by coming to informational sessions on 14 Mar 01 at 1000 and 1400 in Bldg. 16130, please contact Mr. Jim Billings at the Base Education Office (5-5903) to reserve a seat. (30MSS/DPHE, 5-5903)

4. Air Force Reserve Information - Palace Chase Briefing: 13 Mar 01, 1300, Bldg. 11777, Room C-114. If you are interested in applying for this program, you must first attend this briefing. For more information, call MSgt Kartheiser (AF Reserve Recruiter, 6-2704). (30 MSS/DPMAR)

OFFICIAL

STEPHEN L. LANNING
Colonel, USAF
Commander

SUSANNE BRIXLER-STAAB
Chief, Publishing Management

SECTION III – UNOFFICIAL

The Non-Commissioned Officers Association (NCOA) BBQ: The NCOA is having a fundraiser /membership drive BBQ on 28 Feb 01 at the Base Exchange parking lot during the lunch period. Menu will include 1/2 chicken, beans, salad, bread and a soda. Cost of meal is only \$5.00. Support your local military community by supporting the NCOA. Anyone who signs up for an NCOA membership by 28 Feb 01 will receive their meal for free. Contact your unit NCOA representative for pre-sale tickets. Tickets can also be purchased on site. For questions, please contact MSgt Brenda Kartheiser at 6-2704.

The African-American Association: The next general membership meeting is scheduled for Thursday, 1 Mar 01, at 1600 in the Chapel 1 Annex. All active duty members, spouses, dependents, and retirees are welcome. For more information, contact MSgt Quinn Johnson, Capt Lee Davis, or Ms Cora Armstrong at 6-7776, 6-5917, and 5-8718, respectively. *"If a race has no history, if it has no worthwhile tradition, it becomes a negligible factor in the thought of the world, and it stands in danger of being exterminated."* -- Carter G. Woodson (576 FLTS/TMOD, 6-7776)

Auditions: 5 & 6 Mar 01, 1900. Lompoc Civic Theatre will be holding Auditions for "Shop 'Till you Drop'... Dead," written by Craig Sodaro, at the Flower Valley Plaza, 1137 North H Street, Suite O (behind Carrows). The Cast: two men, four women, three contestants, ages vary from 20-50. This Murder Mystery Dinner Theater will be performed throughout the spring and summer months at the historic Belluz House. If you are interested in participating, please call LCT for information at 735-ACT1 (735-2281). (NASA/KSC)

Lompoc Community Concert Association: Thursday, 08 Mar 01, 1930. The Lompoc CCA presents the London Piano Duo, David Nettle & Richard Markham, touring with two Steinway pianos. Britain's foremost piano duo delights audiences worldwide playing folksongs, light opera, and well-loved English classics. Tickets are available at the door, 500 East North Ave, Lompoc. For more information, call 733-3014 evenings. (ITT)

Community Support Center: Pre-Register for all Classes, Workshops and Seminars. (30MSS/DPF)

a. General Henry H. Arnold Education Grant Program: The Air Force Aid Society, recognizing that higher education costs are rising while more restrictive needs tests are limiting access to loan programs, added a grant program to their list of education financing alternatives. This program provides \$1500 grants to selected sons and daughters of active duty, retired or deceased Air Force members, spouses of active duty members stationed stateside, widows of deceased members, retired AGR Reservists whether or not they are receiving retired pay, Title 10m AGR/Reservists on extended active duty and Title 32 AGR performing full-time duties, for their undergraduate studies. This year the Society hopes to award 5,000 grants. But you've got to **apply before 16 Mar 01** to be considered. Visit your AFAS Section for an application today, or on the web at <http://www.afas.org/Afasedu.htm>, for an application. For more information, call 5-8551.

b. Interviewing and Dress for Success: 28 Feb 01, 1400-1630. Make a statement, and get the job! Learn what to wear and what "not" to wear. Learn tips to dress for your interview and workplace. To sign up, call 5-8557.

c. Baby Meet: Held every Thursday at 1000. This is a parent participation group for babies between the ages of newborn to 2 years of age. Meet other parents and their babies for discussion and socialization. For information, call Christine at 734-7135.

d. Newcomer Spouse Orientation: 5 Mar 01, 745-1230 for a full morning of the Base Newcomer Orientation at the Pacific Coast Club or opt to arrive at 0950 to attend the Community Fair followed by the Spouse Group at 1100. Children are welcome to the Fair and Spouse Group – toys are provided. Meet other newcomers and learn about services and things to do on and off VAFB. Registration is not necessary, but call 6-0801 for more information.

e. Stress Management: 5 & 6 Mar 01. Meet the first day 0800-1600 at the Family Support Center and the second day 0800-1200, at the Health & Wellness Center. This class is a thorough look at which aspects of your life are causing stress or pressure and then provides a variety of tools to manage life stressors at work or your personal life. To register, call 6-9958.

f. Playtime for Tots: Held every Tuesday at 1000. This is a parent participation support group for parents and their tots under the age of 5. Call Beki at 734-2668 for locations.

g. Exceptional Family Member Program: 6 Mar 01, 1800-2000, at the 30th Medical Group Auditorium. The 30th Medical Group's Family Advocacy section is hosting an Exceptional Family Member program (E.F.M.P.) open house. The program will offer general information concerning EFMP enrollment and other issues, details on service availability, and a question/answer session. The EFMP seeks to ensure that proper and timely medical care, including mental health services, is provided to Air Force families. Sponsors and all family members are welcome. The 30th Medical Group will offer *Free Childcare* during the briefing. The Air Force and Vandenberg EFMP wants you to understand the overall program and to take advantage of the services it can offer you and your

family. There may be healthcare benefits available to you that you are unaware of. Please register by calling 6-5338 or 6-8217.

h. TAP Seminar: 6-8 Mar 01. There is now a single, generic 3-day TAP seminar for all retirees and separatees each month. Also, only those retirees and separatees who are within the one-year window are eligible to register. Spouses will be accommodated on a space available basis. Call 5-0134 to register if you are within one year of separation or retirement.

i. Weekly Nutrition Classes at the HAWC: Wednesdays, 1130-1230. Topics include: Heart Smart for Cholesterol Control, Diabetic Meal Planning with carbohydrate counting, Prenatal/Child Nutrition and Nutrition for Health. Call 6-2221 for more information.

j. Marriage Enrichment: 7 Mar 01. A class for married or unmarried persons, to enrich their relationships by learning healthy and effective communication skills, conflict management, and personality/temperament styles. This class will meet at the Family Support Center, every Mon and Wed, 1600-1730, beginning 7 Mar. This class is conducted by the Family Support Center and Chapel. To register contact either Linda Bastine at 6-9958 or Chaplain Toguchi at 6-5773.

k. Monthly Prayer Breakfast: 8 Mar 0630-0720. All are invited to join the Chapel staff for a free monthly inter-faith Prayer Breakfast in the Chapel Annex. Guest speaker will be Col Stephen L. Lanning, 30 SW/CC.

l. Foundation to Parenting Series: 8 Mar 01 through 29 Mar 01, 1300-1500. The workshop covers a series of parenting topics. The March topic is Child Development. To register contact Linda Bastine at 6-9958 or Greg Barisich at 6-5338.

m. Mutual Fund Basics: 9 Mar 01, 1300-1400. Also known as Mutual Funds 101, this class will explain the basics of investing in mutual funds. To register, call 6-4491.

n. Singles Ministry Video Class on Relationships: 11 Mar 01. Video series entitled "*Song of Solomon*" by Tommy Nelson. We will begin with a free dinner, and then focus on "The Art of Courtship, Part II." Meet in the Chapel 1 Annex from 1700-1900. If child-care is needed please call Chaplain Shipman and this will be arranged. This class is intended only for singles. POC: Chaplain John Shipman at 6-8270.

o. Operation Baby Launch: 12 Mar 01, 1700 in the 30 MDG auditorium. For information, contact Calvin Long or Nancy Sias at 6-5338.

p. Pre/Post Natal Exercise Class: Mon and Wed nights 1630-1800 in the base gym annex. This class is for moms only. Please make arrangements for child-care if you wish to attend. Sign up at the annex with the instructor, Nancy Gonzales.

q. Single Parents Support Group: 13 Mar 01, 1100-1230 at the Pacific Coast Club. This is an informal group for individuals who are dealing with divorce and single parenting. Pre-Registration not required. For more information, call 6-9958.

r. National Prayer Luncheon: 13 Mar 01, 1130, at the Pacific Coast Club. Guest Speaker is Chaplain, Brigadier General, Lorraine K. Potter, Deputy Chief of the Chaplain Service, USAF. Chaplain Potter will be speaking on "Living Together in Unity." Buy tickets from the unit First Sergeants (through 8 Mar 01) or at Chapel One (through 9 Mar 01). POC: Capt Mike Husfelt, 6-5773.

s. Self-Management: Beginning 13 Mar 01 at the Health & Wellness Center from 1300-1500. This 5 session class will help you manage difficult emotions such as anger, learn relaxation training, and effective communication skills building. Contact Linda Bastine at 6-9958, or Greg Barisich at 6-5338.

t. TOPS (Take Off Pounds Sensibly): Every Tuesday at 1900-2000. A weight reduction support group is available for those interested in losing weight and meeting with others who have similar goals. Call Julie at 733-7905, or SSgt Kendrick at 6-2221.

u. Resume Writing: 14 Mar 01, 0900-1130. Learn how to write a winning resume or update an old one. Learn current formats/styles, hot effective words and power statements to include in your winning resume! To register call Tinisha Agramonte at 5-8557.

30th Services Squadron (30 SVS/SVK, 6-0276)

a. Pacific Coast Club (For details on any club functions please call 734-4375 or 734-4376).

Entertainment

- Every Friday **Members Only Social Hour.** 1700. Complimentary snacks.
- Every Friday **Club Card Drawing.** 1800. \$300 pot every Friday, must be present to win. If no one wins, we add \$25 to the pot each week until there is a winner.
- 28 Feb 01, 1900-2300. **Karaoke Night** in the Hawk's Nest.

- 3 Mar 01, 2100-0200. Every Saturday it's **DJ in the Hawk's Nest**.
- 9 Mar 01, 2200-0200. **Latino Night** at the Club Ballroom.

Menu

- **Lunchtime Potato Bar:** The club now has a lunchtime potato bar available Mon-Fri. Baked Potato with unlimited toppings including Chili & Cheese, and a small salad just \$3.95.
- **Lunch Time Buffet:** Monday – Italian, Tuesday – Mexican, Wednesday – Santa Maria BBQ, Thursday – Chicken & Ribs, Friday – Seafood.
- Tuesday and Thursday Dining menu, 1800-2000.
 - 27 Feb 01. **Fat Tuesday Cajun Buffet** - \$9.95
 - 1 Mar 01. **2 for 1 Rib Eye Steak**. \$16.95.
 - 6 Mar 01. **Mongolian BBQ**. \$5.95 for a five-ounce meal, add \$.95 per additional ounce.
- **Foggio's:** Now call and order ahead at 5-7800.
 - **Expanded Menu:** Now, all your lunch favorite lunch items can be ordered at night.
 - **February Special:** Monday night is Pizza Night. Large Cheese Pizza for just \$7.50 (\$1.25 per additional topping). Pick-up orders only. Offer good Mondays after 1700.
 - **March Special:** Sunday Only. Purchase a two-topping pizza and get a free family order of salad and bread sticks.
 - Beginning in March, **Foggio's will be open on Sundays**, 1500-2000, with an express menu, Pizzas, dinner salads, grinders and bread sticks only.
 - New in March, **New "Small" Pizza** Size. Cheese starting at \$5.25. Just right for an individual meal.
 - New in March, **New Pizza Toppings**. Sun-Dried Tomatoes and Shrimp.
- b. **Fitness Center:** (30SVS/SVMP, 6-3832)
 - **Ongoing Classes:** The Fitness Center has classes in Karate, Aerobics, Yoga and more. Stop by the Fitness center for the current schedule. For more information, call 736-6213.
 - **Biathlon:** 24 Mar 01, 0900. 5K run and 15K Bike Ride. Start training today.
- c. **Family Aquatics Center:** (30SVS/SVRO, 6-3581)
 - **Pool Closure:** 5 Mar 01. The Base Pool will be closed for the renovation of the deck and pool liner. The re-opening date is tentatively set for 7 May 01. We apologize for any inconvenience.
 - **Help Wanted:** Are you looking for an exciting summer job as a lifeguard or swim instructor? The VAFB Family Aquatics Center is seeking qualified, responsible and motivated individuals to join our summer staff. If you are interested, please call Jennifer at 6-3581.
- d. **Bowling Center:** (30SVS/SVK, 6-3209)
 - **Thunder Alley/Rock 300:** Thursday, 1800-2100, Family Night. Friday, 2200-0100, Thunder Alley/Rock 300. Saturday, 2100-2400, Thunder Alley/Rock 300.
 - **Missile Cities Women's Bowling Association's Annual Tournament:** 3-4 and 10-11 Mar 01. Bowling will begin at 1300 each day of the tournament.
 - **Eat And Bowl:** Bowl three games, plus get a hamburger, fries and large drink for just \$6.50.
- e. **Services Center:** (30SVS/SVYR, 5-8974)
 - **New Natural Knead Massage Therapy:** Located in the Services Center. Gift certificates and evening appointments are available. Credit Cards accepted. For an appointment call 5-4748.
 - **Country Line Dancing:** Ongoing FREE dance lessons at the Service Center. Wednesday, 1830-2100.
- f. **Youth Center:** (30SVS/SVYY, 6-2152)
 - **Preschool Has Arrived:** The Vandenberg Youth Center will be starting up two preschool sessions 24 April 01. Session 1 will run Tuesday & Thursday from 0900-1130 (ages 3-4). Session 2 will run Monday, Wednesday, Friday 0900-1130 (ages 4-5). Limited to 24 children per session. For more details this new program and registration information, contact the Youth Center at 6-2152.
 - **Give Parents A Break:** The Vandenberg Youth Center is offering this new program to assist military families. Under the "Give Parents a Break" program the Youth Center's School Age Program would be made available a few times a month to referred families with all costs covered by the Air Force Aid Society (AFAS). For more information contact the Youth Center at 6-2152.

- **Youth Softball:** Late Registration for the new Diana Youth Softball League runs through 2 Mar 01. Open to youths age 6-13 although limited slots are available. Cost is \$40 for registration. Stop by and sign up at the Youth Center today!
- **Youth Baseball:** Registration for the Youth Baseball League is open through 3 Mar 01 or until teams are full. The Baseball League is for ages 5-13. Cost is \$40 for registration. Don't miss out! Sign up at the Youth Center today!.
- **Coed Fast-Pitch Softball:** The Youth Sports program is working to establish a softball league for youths age 14-16. Those interested should contact the Youth Center and get on the signup list. Currently, thirty more players are needed to start the league.
- g. Marshallia Ranch Golf Course:** (30SVS/SVRG, 6-6262)
 - **Ladies Priority:** Every Wednesday 0830-0900.
 - **Tuesday Special:** All active duty Green Fees half price, with carts available at 9 hole rate.
 - **Wednesday Special:** All carts can be rented for a 9-hole rate, and range balls are half off.
 - **Thursday Special:** All retired military get carts for the 9-hole rate.
 - **Friday Special:** All contractor and guest green fees are \$10 off every Friday.
- h. Rod & Gun Club:** (30 SVS/SVRO, 6-4560)
 - **Open Skeet:** Open skeet and trap shooting every Wed, Fri, Sat and Sun at 0830, except for special events.
 - **Five Stand Sporting Clays:** 2nd and 4th Tuesday each month.
- i. Outdoor Recreation:** (30SVS/SVRO, 6-0960)
 - **Eco-Challenge:** Outdoor Recreation is seeking volunteers to head a planning committee for an Eco-Challenge at Vandenberg. Anyone interested should contact Michael Renner at 6-5908.
 - **Mountain Bike Ride:** 11 Mar 01. Mountain Bike Ride for beginning/intermediate level riders. Cost is \$5 per person. Signup through Outdoor Rec by 2 Mar 01. Bikes are available to rent with prior arrangements. Contact Michael Renner at 6-5908 for more information.
 - **Rafting Volunteers:** The VAFB Rafting Team is seeking volunteers for their White Water Guide School. Anyone interested may contact Outdoor Rec at 6-5908.
- j. Human Resources:** (6-8906)
 - **Jobs Available:** The Human Resources Office has jobs available for off-duty military, family members and civilians. For a list of current positions call the job information line, 6-8743 or stop by Bldg 11777, Room B-109 for an application.

Education Services & Human Resources Flight: (30MSS/DPHS, 5-5902)

a. Allan Hancock Registration: Register now-beat the crowds. Mail In registration for Allan Hancock College-Term 2 2001 is 26 Feb 01-11 Mar 01. Walk-through registration will be held on 20 & 21 Mar 01 from 1200-1900 with late registration 26-28 Mar 01 1200-1900. Classes begin on 26 Mar 01. If you have any questions please call 734-3500 or 5-5915.

b. Cal Poly VAFB M.S. program Spring 01 course announcement: The Aerospace Engineering Department at Cal Poly will offer the following courses Spring 01 to students at Vandenberg AFB. To learn more see <https://intranet.vandenberg.af.mil/30sg/30mss/mssed/index.html>.

- **Aero 435-80 - Finite Element Analysis** (4) TTh 1710-1830 lecture VAFB, lab arrangement, TBA. Call #: 15684. Instructors: Dr. Faysal Kolkailah (lec), and Dr. Eltahry Elghandour (lab) e-mail: fkolkail@calpoly.edu.
- **Aero 521-80 - Missile and Launch Vehicle Aerodynamics** (4) MW 1710-1900 lecture. Call #: 15686. Instructor: Dr. Russ Cummings e-mail: rcumming@calpoly.edu.
- **Aero 500 - Individual Study** contact jtso@calpoly.edu, Instructor: faculty advisor.
- **Aero 599 - Design Project/Thesis** contact jtso@calpoly.edu, Instructor: thesis advisor.

The lecture class will begin 2 Apr 01 (Bldg. 14005, Rm. B-2), and end 15 Jun 01.

ADMISSION AND REGISTRATION: For new students, go to www.ess.calpoly.edu/_admiss/ to apply for program admission. For students accepted by the program, connect to www.power.calpoly.edu, for web registration. Regular registration is from 5 Feb 01 to 7 Mar 01. The late registration is from 8 Mar 01 to 16 Apr 01. Admission and registration fees must be paid before registration. Please contact Vera Gee at vgee@calpoly.edu, for admission questions, and Rachel Mendoza at mendoza@calpoly.edu, for tuition and fee questions.

GENERAL ADVISING: Contact Mr. Jim Billings, Base Education Counselor, at 5-5903 or via e-mail to Jim.Billings@vandenberg.af.mil with any further questions. You can also contact Dr. Jin Tso, Chair of the Aero Department at 756-1391 or via e-mail to jtso@calpoly.edu.

Personal Computer Training Class Schedule: (30CS/MCA, 6-3771)

Listed below is a current 30 SW personal computer systems training schedule. Classes are open to active duty military and DOD employees only. Walk-ins are welcome on a space available basis. To register, or for additional information, contact Ms. Lexi Schwartz via base email. If you do not receive a confirmation of your registration within two days, please contact us to see if we did receive it. For questions only, not reservations, call 6-3771. You will probably reach an answering machine, so please leave a message and we will call you back. The classes do not require knowledge of the individual programs but a working knowledge of Windows is required. We recommend taking the classes in the following order: Word; Excel; PowerPoint; Access.

New Classes:

a. Palm PDA— Beginning. This class is for those who have a Palm OS PDA (Personal Digital Assistant) and want to learn how to use it. Awareness of using it on a base network, how to get the most of the Palm, and installing applications are covered.

b. Palm PDA— Day Planning. This class is for those who are comfortable using their Palm PDAs but are looking for ways to make life faster and easier, how to get the most out of the device.

c. Computer Based Training (CBT) Facility: In addition to the existing traditional instructor led courses offered at the computer training facility located within Bldg. 9360, MCA Engineers, Inc. also reserves specific 4 hour blocks of time for those students interested in completing Computer Based Training (CBT) courseware. This provides an alternate method for those military or DOD civilians who are unable to satisfactorily complete CBT's at their Personal Computer in their regular work environment. Currently, eight of the twelve available seats are reserved for use by Workgroup Managers. Openings are available most days from 08:30-11:30 and 12:30 to 16:00. Call to schedule.

Classes are held in Building 9360. Take Washington to Nevada, turn west on Nevada, turn onto 4th Street, we're the last building on the right.

Dates	Class Name	Instructor:	Time	Open Slots	Wait List
Instructor Led					
February 2001					
2/28-2	Excel 97	Jim Wooding	12:30-16:00	3	0
March 2001					
3/5-7	Word 97	Lexi Schwartz	08:00-11:30	1	0
3/5	Outlook Email Only	Jim Wooding	12:30-16:00	0	0
3/6-9	PowerPoint 97	Jim Wooding	12:30-16:00	0	4
3/12-15	Project 98	Lexi Schwartz	08:00-11:30	11	0
3/12	Outlook Email Only	Jim Wooding	12:30-16:00	3	0
3/13	Intro to Computers	Jim Wooding	12:30-16:00	13	0
3/14	Palm PDA - Beginning	Lexi Schwartz	12:30-16:00	2	0
3/15	Outlook Email Only	Jim Wooding	12:30-16:00	4	4
3/16	Outlook Email Only	Jim Wooding	08:00-11:30	20	0
3/16	Palm PDA Dayplanning	Lexi Schwartz	12:30-16:00	12	0
3/19	Outlook Email Only	Lexi Schwartz	08:00-11:30	5	0
3/19-21	Excel 97	Jim Wooding	08:00-11:30	0	6
3/19-23	Access 97	Lexi Schwartz	12:30-16:00	0	7
3/20	Outlook Email Only	Lexi Schwartz	08:00-11:30	6	0
3/22	Outlook Email Only	Jim Wooding	08:00-11:30	6	0
3/23	Excel 97 Advanced	Jim Wooding	08:00-11:30	10	0
3/26-30	Access 97 Advanced	Lexi Schwartz	08:00-11:30	10	0
3/26	Outlook Email Only	Jim Wooding	08:00-11:30	6	0
3/27	Outlook Email Only	Jim Wooding	12:30-16:00	15	0
3/28-30	Word 97	Jim Wooding	12:30-16:00	7	0
Security					
February 2001					
2/28	EMSEC Training	Dianne Raynor	08:00-11:30	10	0

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Base Bulletin

March 2001

3/14	Certification & Accreditation	Dianne Raynor	08:00-11:30	0	0
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April 2001

4/11	UCM Training	Dianne Raynor	08:00-11:30	12	0
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May 2001

5/9	SATE Managers	Dianne Raynor	08:00-11:30	12	0
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5/23	EMSEC Training	Dianne Raynor	08:00-11:30	13	0
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June 2001

6/6	Certification & Accreditation	Dianne Raynor	08:00-11:30	14	0
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